



VACCINE BORROWING REPORT

Contact Immunization Division at 803-898-0460 or immunize@dhec.sc.gov
BEFORE borrowing of vaccine and completion of this form

Borrowing Approved by: _____

Date Borrowing Approved: _____

VFC REQUIREMENT

VFC-enrolled providers are expected to manage and maintain an adequate inventory of vaccine for both their VFC and non-VFC-eligible patients. **Planned borrowing of VFC vaccine including the use of VFC vaccine as a replacement system for a provider's privately purchased vaccine inventory is not permissible.**

VFC-enrolled providers must ensure borrowing VFC vaccine will not prevent a VFC-eligible child from receiving a needed vaccination.

Infrequent exchanging between VFC and private stock of **a short-dated vaccine dose may** be performed if:

- the provider serves a small number of private pay patients,
- the dose is one month from expiration,
- or the dose of vaccine cannot be used for the population it is intended for prior to the expiration date.

COMPLETE THIS FORM WHEN:

- A dose of VFC vaccine is administered to a non VFC-eligible child
- A dose of non VFC is administered to a VFC-eligible child

HOW TO COMPLETE THIS FORM:

- Enter information on each dose of vaccine borrowed in a separate row in the Vaccine Borrowing Report Table.
- All columns must be completed for each dose borrowed
- The provider must sign and date at the bottom of this report
- Enter the corresponding reason code in column F of the Borrowing Report Table on page 2.
- Enter details of reason in Column F if an Other code (7 or 13) is entered in the Vaccine Borrowing Report Table.

Reason for Vaccine Borrowing and Replacement Coding Legend

Reason for Borrowing VFC Dose	Code	Reason for Borrowing non VFC Dose	Code
Non VFC vaccine shipment delay (vaccine order placed on time/delay in shipping)	1	VFC vaccine shipment delay (order placed on time/delay in shipping)	8
Non VFC vaccine not useable on arrival (vials broken, temperature monitor out of range)	2	VFC vaccine not useable on arrival (vials broken, temperature monitor out of range)	9
Ran out of non VFC vaccine between orders (not due to shipping delays)	3	Ran out of VFC vaccine between orders (not due to shipping delays)	10
Short-dated non VFC dose was exchanged with VFC dose	4	Short-dated VFC dose was exchanged with non VFC dose	11
Accidental use of non VFC dose for VFC eligible child	5	Accidental use of a VFC dose for a child not eligible for the VFC program	12
Replacement of non VFC dose with VFC when insurance plan did not cover vaccine	6	Other – Describe:	13
Other – Describe:	7		

WHAT TO DO WITH THIS FORM:

- Completed forms must be retained as a VFC program record and made available to the State/Local or Territorial Immunization Program upon request.



VACCINE BORROWING REPORT

Facility Name: _____ PIN: _____

Date Range of Vaccine Reporting (date of first dose borrowed to date of last dose borrowed): ____/____/____ to ____/____/____

VACCINE BORROWING REPORT TABLE						
A Vaccine Type Borrowed	B Stock Used (VFC or non VFC)	C Patient Name	D Patient DOB (MM/DD/YYYY)	E Date Dose Administered (MM/DD/YYYY)	F Reason Appropriate Vaccine Stock was not Used (Use legend code on page 1 to mark one reason for each dose borrowed. Codes 7 and 13 require description.)	G Date Dose Returned to Appropriate Stock (MM/DD/YYYY)

I hereby certify, subject to penalty under the False Claims Act (31 U.S.C. § 3730) and other applicable Federal and state law, that VFC vaccine dose borrowing and replacement reported on this form has been accurately reported and conducted in conformance with VFC provisions for such borrowing and further certify that all VFC doses borrowed during the noted time period have been fully reported on this form.

Provider Name:	Provider Signature:	Date:
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VACCINE BORROWING REPORT

Instructions for Completing

Purpose:

The purpose of the Vaccine Borrowing Report is to provide documentation of borrowed vaccine from one stock type to another stock type (e.g. non VFC stock or VFC stock) in rare occurrences due to the appropriate stock not being available. Planned borrowing of VFC vaccine including the use of VFC vaccine as a replacement system for a provider's non-VFC vaccine inventory is not permissible. Vaccines that come in multi-dose vials are not eligible for exchange.

Item-By-Item Instructions:

1. Borrowing and Replacement of vaccines requires **PRIOR** approval by the VFC Program. For approval, contact the VFC Program at 800-277-4687 or immunize@dhec.sc.gov. If approval is granted enter the Immunization Division employee's name that granted approval and the date it was approved. In order for approvals to be valid from the Immunization Division, the approval must be confirmed to provider by email.
2. Enter Provider Identification Number and all contact information in space provided.
3. For each vaccine type borrowed from either non-VFC stock or publicly funded vaccine stock, complete all fields (i.e., Vaccine Type Borrowed, Stock Used, Patient Name, Date of Birth, Date Dose Administered, and Reason Appropriate Vaccine Stock was not Used, Date Dose Returned to Appropriate Stock. Each vaccine a child receives must be listed on a separate row
4. In Column F of the table above, if "Other" (7 or 13) reason code is selected, the provider must enter additional details of this selection.
5. Once the vaccine is replaced, enter the date in the Date Dose Returned to Appropriate Stock column.
6. The provider must print, sign and date the form.

Important Note: Inventory must be rotated to ensure that the shortest dated vaccine is used first. VFC or non VFC vaccine with short expiration dates (**expiring within 3 months**) should be reported to the VFC Program, if the provider site does not anticipate using these short-dated vaccines before they expire.

Office Mechanics and Filing:

Completed Vaccine Borrowing Report (s) are to be maintained by the VFC provider as part of the VFC program records for (3) years. If a copy is requested by the VFC Program via US Mail, then it will also be retained for (3) years. These borrowing reports must be kept as part of the VFC program records and be made available to the Immunization Division's State Office upon request and Immunization Division field staff during the VFC site visit.

When a provider has borrowed vaccine from one stock to administer to a child who is only eligible to receive vaccine from the other stock, this form must be COMPLETELY FILLED OUT for each borrowing occurrence. Each vaccine a child receives must be listed on a separate row. As soon as the borrowed doses of vaccine are replaced to the appropriate vaccine stock that date must be entered on this form.